
Guide to Complete Form 303

Household Hazardous Waste Collection Information

PURPOSE OF THE FORM

The purpose of the Form 303 is collect waste volume totals for all household hazardous waste (HHW) collected in the state. Even if your jurisdiction did not sponsor a HHW program last year, you must complete a portion of the form and return it to California Integrated Waste Management Board (Board) either electronically or to the address identified on the form.

Note: Using the terminology “sponsor” a program is equivalent to “conducting and or operating” a program. Rather than conducting their program, some jurisdictions utilize a contractor to conduct the collections. Either way, the local jurisdiction is the responsible party for the completion of the Form 303.

Part A REPORTING REQUIREMENT

Insert in each column the total amount of HHW waste streams collected for each HHW program type that was conducted from July 1, 2004 – June 30, 2005. You will only have to complete the one new Form 303 (represented as a spreadsheet) with all the program types and waste stream types on it.

Complete B through F: If your agency collected HHW and is the lead agency for other jurisdictions’ HHW collection programs, complete a column for each program type sponsored and to the address identified on the form.

Part B JURISDICTION

This section identifies the reporting agency, the manager in charge of the HHW program and his/her contact information.

Public Agency: identifies the name of the city or county agency reporting for their jurisdiction.

Program Service Area: refers to the city(ies) and county(ies) served by this HHW program in the last fiscal year.

Mailing Address, City, Zip Code: is the address that can be used to contact the HHW program manager.

County: is the county where the agency is located.

HHW Program Manager: Do not use a contractor’s name or other staff person.

Phone Number: is the phone number of the HHW program manager.

Fax Number: is the fax number of the HHW program manager.

Email Address: is the email address of the HHW program manager.

Contractor’s Name: (if applicable) is the contractor who operates the HHW program for the public agency.

Part C PROGRAM TYPE

The HHW program types most commonly conducted include the following is a list of definitions of program types found in the Health and Safety Code 25218.1.

Permanent household hazardous waste collection facility means a permanent or semi-permanent structure at a fixed location that meets both of the following conditions:

- (1) The facility is operated at the same location on a continuous, regular schedule.
- (2) The hazardous waste stored at the facility is removed within one year after collection.

Mobile household hazardous waste collection facility means a portable structure within which a HHW collection facility is operated and that meets all of the following conditions:

- (1) The facility is operated not more than four times in any one calendar year at the same location.
- (2) The facility is operated not more than three consecutive weeks within a two-month period at the same location.
- (3) Upon the termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Temporary household hazardous waste collection facility means a HHW collection facility that meets both of the following conditions:

- (1) The facility is operated not more than once for a period of not more than two days in any one month at the same location.
- (2) Upon termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Recycle-Only HHW collection facility means a HHW collection facility that is operated in accordance with Section 25218.8 and accepts for recycling only recyclable HHW materials.

Curbside HHW collection program (Other than oil) means a collection service authorized by a public agency that is operated in accordance with Section 25218.5 and that collects one or more of the following types of household hazardous waste:

- (1) Latex paint.
- (2) Use oil.
- (3) Used oil filters.
- (4) Household hazardous waste that is designated as a universal waste pursuant to this chapter or the regulations adopted by the department

Door-to-Door HHW collection program or HHW pickup service means a program operated by a public agency, or its contractor, that collects HHW from individual residences, and transports that waste in an inspected and certified hazardous waste transport vehicle to an authorized HHW collection facility.

Part D EPA IDENTIFICATION NUMBER

The EPA ID number is the number that must be identified for each HHW collection site where an HHW collection program was conducted. (For example, even though only one total is required for the Temporary program, if the jurisdictions used 15 different locations for their collection events, there should be 15 ID numbers listed for the programs used.) The numbers are issued by the Department of Toxic Substances Control. Call (415) 495-

8895 or go to the website: www.dtsc.ca.gov/ContactDtsc/duty_officers.html for more information.

Part E PARTICIPATION

Number of households. Enter the number of households that participated in the combined collections' program.

Households in service area. Enter the number of households in the program service area.

Part F WASTE VOLUME COLLECTED

Complete the form with the waste stream volume total by the program type with a final grand total for the HHW collected per waste stream in the reporting period.

Waste Stream is the type of wastes collected through your HHW program. Report the total waste volumes for each waste stream by program type conducted in each columns.

Weight is shown in the number of pounds of hazardous waste (liquid or solid including container) collected through the HHW program(s) during the fiscal year. Weight includes the volume of absorbent in a drum.

Use the actual weight when known. If data was collected in gallons, however, you can convert the total from gallons to pounds by multiplying the number of gallons times the conversion factor. In general, one gallon = 8.5 pounds. **[Example:** For one-half full 5 gallon container of a waste, lab packed in a 55 gallon drum, the volume is 2.5 gallons. 2.5 gallons x 8.5 pounds/gallon = 21.25 pounds.] One gallon of latex paint = 10 pounds; and one gallon of oil based paint = 12 pounds.

If your program does not inventory the volume/weight of waste for lab packs, estimate the volume based on an average according to the requirements of your Treatment, Storage, and Disposal Facility (ies). **[Example:** 127.5 pounds (15 gallons) waste per 55-gallon drum.]

Convert each oil filter and lead acid battery to pounds. Each oil filter = 1.5 pounds. And each lead acid battery (auto battery) = 50 pounds.

Management Method. Indicate in percentages the relative amounts managed by each method.

DI	Destructive Incineration Treatment by thermal destruction at a high temperature hazardous waste incinerator where the physical destruction is the sole intent of the treatment process.
FI	Fuel Incineration Treatment by thermal destruction where the waste, either by itself or blended with another material, is burned to recover its potential thermal energy.
L	Landfill Disposal of a waste in the ground at a hazardous waste landfill.
N	Neutralization/Treatment Treatment by chemically adjusting the pH of the waste such that the waste can be discharged into a publicly owned treatment works (does not apply if after neutralization, the waste is still hazardous and is sent for disposal or treatment by one of the other methods).
RC	Recycled Waste is sent for resource recovery where the raw materials used for making the material before it became a waste are recovered to make new materials of the same or different nature (does not include fuel incineration).
RU	Reused Waste is used without further treatment or handling for the original intended purpose of the material before it became a waste.
S	Stabilization Treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste (does not apply if after stabilization, waste is still hazardous and is sent for disposal or treatment by one of the other methods described here).

For each waste stream listed, enter the weight in pounds and management method used for the waste. Do not include waste volumes for certified oil collection centers and curbside collection programs. They are reported elsewhere

Table 1. Waste Types, DOT Descriptions and Examples provides examples of waste streams that may be included on your form. Use your manifest records and/or inventories to classify each waste stream into the categories listed in Part F. Waste Volumes Collected.

Table 1. Waste Types, DOT Descriptions and Examples

This table is meant only to depict examples of DOT hazardous materials descriptions and proper shipping names described in Section 172.101 of 49 Code of Federal Regulations (CFR), as they may relate to waste types on the form. For shipping purposes, the numerical designation of the hazard class or division, an identification number and the packing group number must be identified with the hazardous material description. Refer to the latest version of 49 CFR for additional information.

1	Flammable solid/liquid	Waste Flammable Solid, N.O.S.	<i>Flammable solids (bulk and lab packed):</i> Asbestos-containing organic resins, non-asbestos-containing organic resins, roofing tar, putty, adhesives, paint sludge
		Waste Flammable Liquid, N.O.S.	<i>Flammable liquids (lab packed only):</i> Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Bulked flammable liquids	Waste Flammable Liquids, Toxic, N.O.S.	<i>Flammable liquids (bulk only):</i> Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Oil base paint	Waste Paint, Flammable Liquid	Oil base paint
	Poison (excl. aerosols)	Waste Flammable Liquids, Toxic, N.O.S.	Organic poisons, dioxin precursors, pesticides, herbicides
		Waste Flammable Liquids, Toxic, N.O.S.	Inorganic poisons, mercury-containing poisons, inorganic cyanides, arsenic compounds, solutions, containing regulated heavy metals
		Waste Flammable Solid, N.O.S.	Snail bait, poisonous solids, may include asbestos
2	Reactive and explosive	Waste Water-Reactive Solid, Flammable, N.O.S.	Water reactive compounds, such as sodium metal, calcium carbide, amides, hydrides
2	Inorganic acid	Waste Corrosive Liquids, Acidic, N.O.S.	Inorganic acids, hydrochloric acid, sulfuric acid, phosphoric acid
	Organic acid	Waste Corrosive, Liquids, Acidic, Organic, N.O.S.	Organic acids, acetic acid, citric acid, butyric acid
3	Inorganic base	Waste Corrosive Liquids, Basic, Inorganic, N.O.S.	Inorganic bases, sodium hydroxide, lye, ammonia based cleaners
	Organic base	Waste Corrosive Liquid, Basic, Organic, N.O.S.	Organic bases, organo-amines
4	Neutral oxidizers	Waste Oxidizing Solid, N.O.S.	Manganese peroxide, hydrogen peroxide, sodium bromate, sodium perchlorate, sodium chromate, ammonium dichromate, sodium iodate, sodium nitrate, potassium permanganate
	Organic peroxides	Waste Organic Peroxide Solution, (Types A-F,) N.O.S.	Ketone peroxides, benzoyl peroxide
	Oxidizing acid	Waste Corrosive Liquids, Oxidizing, N.O.S.	Nitric acid, chromic acid, molybdic acid, perchloric acid, phosphomolybdic acid
	Oxidizing base	Waste Corrosive Liquids, Oxidizing, N.O.S.-	Sodium hypochlorite, sodium chlorate, sodium perborate
5	PCB-containing paint	Waste Polychlorinated Biphenyls	PCB-containing paint
	Other PCB waste	Waste Polychlorinated Biphenyls	Transformer oil, PCB ballasts
6	Reclaimable		
	Antifreeze	Non-RCRA Hazardous Waste Liquid (spent ethylene glycol) California Regulated Only	Antifreeze
	Auto batteries (motor vehicle)	(not manifested)	Car, Truck, Motorcycle batteries
	Latex paint	(not manifested)	Latex paint

	Motor oil/oil products	Waste Petroleum Oil, N.O.S., California Regulated Only	Used motor oil, brake fluid, transmission fluid
	Oil filters (recyclables only)	Non-RCRA Hazardous Waste Solid (used oil filters) California Regulated Waste Only (not manifested)	Used oil filters
7	Asbestos	Waste Asbestos	Friable and non-friable asbestos
8	U-Waste		
	Mercury (metallic)	Waste Mercury contained in manufactured items	Broken thermometers, liquid mercury
	Thermostat, automatic switches, thermometer and novelties	Temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element	Thermostats,/Automatic switches/thermometers/ and novelties
	Lamps	The bulb or tube portion of an electric lighting device	Waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps
	Household batteries	Non-RCRA Hazardous Waste Solid. Batteries, dry containing potassium hydroxide solid, electric, storage	All types of household batteries
	E-Waste	Presumptive Lead	Products used for data processing, telecommunications or entertainment in private households and businesses - includes SB 20/50 video devices; consumer electronic devices; and Non SB 20/50 video display devices
	Corrosive aerosols	Waste Aerosols, Non-Flammable, N.O.S.	Oven cleaners
	Flammable aerosols	Waste Aerosols, Flammable, N.O.S.—	Spray paint
	Poison aerosols	Waste Aerosols, Poison, N.O. S.	Pesticides
9	Other		
	(Home generated sharps)	(not manifested)	Hypodermic needles, syringes, lancets
	Compressed gas cylinders	More info forthcoming	Includes tanks that may contain helium, propane, freon, acetylene, oxygen, etc.
	Photo waste (silver bearing)	More info forthcoming	Photo wastes include photo chemicals (fixer and developer) and film
	Treated Wood	More info forthcoming	Wood that contains chemical preservatives including creosote, copper chromium arsenic or other arsenical preservatives, pentachlorophenol, etc.